

April 8, 2008

MEMORANDUM

TO: Adult Care Homes, Home Care Agencies, Nursing Homes & Other Organizations
and Individuals Interested In the Two-Day Course For Coaching Supervision

FROM: Jan Moxley, Office of Long-Term Services and Supports

The NC Department of Health and Human Services, in collaboration with the Direct Care Workers Association of North Carolina, is again offering “A Coaching Approach to Supervision in Long Term Care Related Settings.” This session is open to administrators, directors of nursing and/or frontline supervisors from your organization who need this course to meet the coaching supervision training criteria for the NC NOVA special license program. **The NC NOVA special licensure designation is a statewide voluntary program for health care agencies, adult care homes and nursing facilities.**

Participants will be introduced to a methodology, related skills and supports needed to work more effectively with those they supervise. This model of supervision is designed to hold the workers accountable for high performance, improve communication between supervisors and workers and provide supervisors with tools to help direct care staff develop problem-solving skills.

This will be very intensive, interactive session offering “hands-on” experience with coaching supervision techniques. This session will be conducted by certified “trainers” who have completed the Train the Trainer curriculum developed by Paraprofessional Healthcare Institute (PHI) staff.

The training is scheduled to begin at 8:30 and end at 4:30 each day. There is an \$85.00 per person registration fee that includes the training, manual, breaks and lunch. The location can accommodate 25 participants, **but we need to have a minimum of 10 people registered per session in order to conduct the class.** Registration will be accepted on a first come, first serve basis by the Direct Care Workers Association of North Carolina. **The deadline for registration is June 10, 2008.** Date and location for the two-day session is below:

Date	Location	Location Phone #
June 17-18, 2008	Royster Building Dorothea Dix Campus 1020 Richardson Drive Raleigh, NC.	Tel. 855-4429

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Educational contact hours have been approved for nurses, nursing home administrators and administrators/supervisors of adult care homes. Participating licensed practical nurses will receive the same contact hours as registered nurses. To register, please complete the attached registration form and mail it, along with the payment to:

DCWA-NC
P. O. Box 37365
Raleigh, NC 27627
Attention: Coaching

In the unlikely event a scheduled session needs to be cancelled due to participation levels, registration fees will be refunded or applied to the next session to be conducted.

Registration confirmation and directions to the training location will be emailed to all registrants. Please be sure to include an email address for each registrant from your agency/facility in the space provided on the registration form. Contact me at (919) 855-4429 if you have any questions about this information or the registration form.

REGISTRATION FORM
Coaching Supervision
A Coaching Approach to Supervision in Long Term Care Related Settings
Registration Deadline: June 10, 2008

In providing the information requested below, please check the appropriate category of each registrant for CEU in-service credits.

Registrant Name	Email Address for Registrant to Receive Confirmation and Directions	Check if Registrant is A Nursing Home Admin.	Check if Registrant is An Adult Care Home Admin.	Check if Registrant is A Nurse/ Licensed Practical Nurse

Organization Name: _____

Organization Telephone Number: _____

Email Address of Person Submitting this Registration Form:

Coaching Supervision Course: 8:30 AM – 4:30 PM June 17-18 Raleigh

Submit this completed form and a check or money order for each registrant (\$85 per person) made payable to the Direct Care Workers Association of North Carolina (DCWA-NC) and mail to:

Direct Care Workers Association of North Carolina
P. O. Box 37365
Raleigh, North Carolina 27627
Attention: Coaching

Confirmation of registrants will be provided.

NOTE: If there is a specific dietary need for any registrant, please identify so that appropriate break and meal foods will be available. _____

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